

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 10-086a Open Date: 20 May 2010 Close Date: 18 June 2010

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT # (10-083A)

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: BUDGET OFFICER

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: Maj/04
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: Maj/04

ORGANIZATION/LOCATION: 175TH WING, MDANG, WANGB, 2701 Eastern Boulevard, Baltimore, MD 21220-2899

SEQUENCE: # 140519

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.

BRIEF OF DUTIES AND RESPONSIBILITIES

Operates the Resource Management System, a network of commanders, resource advisor, cost center managers, and technical advisor aligned to the Wing/GSU organizational structure and oriented towards the management of appropriated funds and workdays for the accomplishment of unit missions. Serves as the principal author for local resource management policy development and publication. Serves as the principal budgetary advisor to senior leadership and top management personnel in maintaining balance, efficiency, and economy of operations to accomplish programmed objectives. Oversees budget formulation, validation, compilation, and submission, requiring the frequent contact with commanders, resource advisor, higher headquarters (ANG/FMA), and field counterparts. Reviews initial funding (programmed or received) and devises and carries out apportionment to base organizations ensuring financial continuity between fiscal years. Follows up on approved distributions by ensuring the prompt and accurate loading of fund targets to the accounting and supply systems, and by notifying the affected unit's resource advisor. Monitors the execution of the overall annual operating budget. Issues "Call" for unfunded requirements that meet ANG/FMA Budget Execution Review (BER) criteria ensuring timely notification clear and concise instructions, and achievable "suspense's" for all required financial actions. Performs special studies and selective reviews of budgetary programs and procedures (e.g., conversions or mission changes/additions). Performs other duties as assigned.

AFSC

AFSC: 65XX. Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Officer AFSC Specialty Qualifications defined in AFI 36-2101, Officer Classification.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. Relocation expenses will not be paid.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, signed, dated and annotated with vacancy announcement number.
2. Military Personnel Records Review RIP attached; Virtual MPF Inquiry will suffice.
3. Letter of Application, Letters of Recommendation, and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to: HUMAN RESOURCES OFFICE

ATTN: MDNG-HRO-AGR

AGR BRANCH

Fifth Regiment Armory

Baltimore, MD 21201-2288

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION